CACFP Administrative Review Records Checklist

Independent Sponsor

Your organization has been scheduled for a CACFP Administrative Review (AR). The following records must be available for CACFP Specialists on the day of review. If documentation is missing or not provided, the AR will proceed without the requested documentation. A grace period *will not be granted* to obtain missing monthly participant eligibility documentation such as case numbers, social security numbers, Head Start/ECEAP eligibility reports or to clarify family income. Fiscal action will result if meal pattern compliance, meal counts, or Free/Reduced-Price categorization are not supported with required documentation.

Documents indicated with a check mark in the "Upload" column must be uploaded into Child Nutrition Service's (CNS) SharePoint folder at least 1 week prior to the onsite review. The upload link and instructions have been included in the AR Notification email. All other documentation not indicated for upload must be available onsite the day of review.

Once documentation has been prepared for the CACFP AR, put a check in the "Sponsor" column. Please note, some documentation may not be applicable to your program type. Failure to have records available will result in findings related to your organization's administrative capability to run the CACFP. OSPI may deem it necessary to widen the scope of the administrative review and may request additional records to evaluate compliance during an AR.

Sponsor Name & WINS ID					
Specialist Name & Contact					
Review Month		Reimbursement	$	Reported Operating Expenses	$

Upload	**Administrative Capability & Program Accountability** Documents	Sponsor	OSPI
☐	Record Retention Policy for CACFP	☐	☐
☐	Procurement Plan & Ethical Code of Conduct Procurement Plan and Code of Conduct Template	☐	☐
☐	WIC Posting or example of WIC provided to families WIC Flyer - English | Spanish *Not applicable for Emergency Shelters, Outside School Hour Care, Adult Care and At-Risk programs.*	☐	☐
☐	Building for the Future Flyer Posted Building for the Future Information Sheet | Spanish	☐	☐

CACFP Administrative Review Records Checklist

Upload	**Recordkeeping** Documents	Sponsor	OSPI
☐	Completed Infant Meal Forms, as applicable CACFP Infant Meal Form CACFP Infant Feeding - Meal Requirements Reference Sheet CACFP Standard Infant Menu *Not applicable for Outside School Hour Care, Adult Care and At-Risk programs.*	☐	☐
☐	Daily Meal Counts for review month	☐	☐
☐	Monthly Meal Counts, consolidated, for review month Consolidated Meal Count Child Care and Adult Care Consolidated Meal Count At Risk Afterschool Care Program	☐	☐
☐	CACFP dated menu with substitutions on OSPI or Sponsor approved template for review month Children ages 1-18: Breakfast, Lunch & Snack | Excel Menu Template	☐	☐
☐	Request for Special Dietary Accommodations for review month Special Dietary Needs Reference Sheet Request for Special Dietary Accommodations Child	☐	☐
☐	Request for Fluid Milk Substitution Forms or completed Milk Substitution Worksheet for review month OSPI CACFP Approved Non-Dairy Beverages Request for Fluid Milk Substitution Child	☐	☐
☐	CN Labels, Product Formulation Statements to support menu items for review month Product Documentation Reference Sheet	☐	☐
☐	Standardized Recipes for Homemade meals for review month Product Documentation Reference Sheet	☐	☐
☐	WGR Documentation for review month Product Documentation Reference Sheet	☐	☐
☐	Food Handlers Permits	☐	☐
☐	Meal Delivery Records (for delivered meals)	☐	☐

CACFP Administrative Review Records Checklist

Upload	**Required CACFP Training** Documents	Sponsor	OSPI
☐	CACFP Staff Training agenda, attendance, and materials Annual Staff Training for Independent Sponsors Reference Sheet Annual Staff Training for Sponsoring Organizations Reference Sheet	☐	☐
☐	CACFP New Staff Training Documentation	☐	☐
☐	Current FY OSPI Annual Training Certificate(s)	☐	☐

Upload	**Monthly Participant Eligibility** Documents	Sponsor	OSPI
☐	Participant Eligibility Rosters by site and by month, in alphabetical order by participant's last name. ***Not applicable for Emergency Shelters and At-Risk programs.***	☐	☐
☐	CACFP Enrollment and Income Eligibility Applications (EIEAs) and/or Enrollment Forms, by site and in alphabetical order by participant's last name. ***Not applicable for Emergency Shelters and At-Risk programs.***	☐	☐
☐	Review Month Attendance Records, consolidated by site and by month in alphabetical order by participant's last name. If system is unable to generate a consolidated attendance report, the Consolidated Monthly Attendance Report is required to be completed before the review.	☐	☐
☐	Grantee list for ECEAP and Head Start/Early Head Start Programs if applicable. ***Not applicable for Emergency Shelters, Outside School Hour Care, Adult Care and At-Risk programs.***	☐	☐
☐	Daily Attendance Records to support Monthly Consolidated Attendance Reports. ***Not applicable for Emergency Shelters.***	☐	☐

Upload	**Civil Rights Procedures** Documents	Sponsor	OSPI
☐	And Justice for All (AJFA) Poster Need a poster? Submit an AJFA Poster Order Form to OSPI (free)	☐	☐
☐	Documentation of Collection of Racial and Ethnic Data Race and Ethnicity Data Collection Reference Sheet	☐	☐
☐	Civil Rights Complaint Procedure and Form Civil Rights Complaint Procedure and Form - English	☐	☐

CACFP Administrative Review Records Checklist

Upload	**Civil Rights Procedures** Documents	Sponsor	OSPI
☐	(additional languages available on CACFP Requirements and Materials webpage, in the Civil Rights dropdown)	☐	☐
☐	Civil Rights Complaint Log Civil Rights Complaint Log Template	☐	☐

Upload	**Financial Management** Documents ***Local Education Agencies (LEAs) are exempt from providing financial management documents.***	Sponsor	OSPI
☐	Monthly report of CACFP operating expenses for review month. If accounting system cannot produce a monthly report, use the Operating Expense Worksheet and complete before review.	☐	☐
☐	Bank/Credit Statements and reconciliation records documenting payment of the allowable CACFP transactions for the Sample Month.	☐	☐
☐	Itemized receipts or invoices for allowable CACFP food and non-food supplies.	☐	☐
☐	**Operating food service labor** and benefits records such as: Time cards, payment records of wages, and Personnel Activity Reports to track staff that have CACFP and non-CACFP duties or CACFP admin & operating work.	☐	☐
☐	Transportation Expenses, if applicable.	☐	☐
☐	Equipment Expenses, if applicable.	☐	☐
☐	If claiming Administrative Expenses, monthly record of these expenses or General Ledger/ Accounting Report. If accounting system cannot produce a monthly report, use the Administrative Expense Worksheet and complete before review.	☐	☐
☐	Itemized receipts or invoices for allowable CACFP Administrative expenses for services, supplies, and travel	☐	☐
☐	**Administrative labor** and benefits records such as: Time cards, payment records of wages, and Personnel Activity Reports to track staff that have both admin and operating CACFP work or CACFP and non-CACFP duties.	☐	☐